

**Division of International Services (DIS)**  
Office of Research Services

**Request for New Full-Time Equivalency  
[FTE] Positions (VS)**

**Documents Required for FTE requests, including Research Fellow, Clinical Fellow, Staff Scientist, Staff Clinician, Investigator (Tenure-track), Senior Investigator (Tenure), Adjunct Investigator, Special Expert :**

- ☐ Completed NIH Form 829-1
- ☐ Copy of doctoral degree\*
- ☐ CV and Bibliography
- ☐ 2 letters of reference
- ☐ If requesting J-1, four point memorandum for incidental patient contact (M.D. only); see J-1 Alien Physician (below) for full patient contact
- ☐ Copy of passport identity page for VS and each dependent
- ☐ If currently in the US:
  - ☐ Copy of current Form I-94 for VS and dependents
  - ☐ Copy of most recent visa for VS and dependents if available
  - ☐ Copy of immigration documents (see below)

\* Include translations of all foreign language documents

**In addition, include these documents according to immigration status:**

**H-1B:**

- ☐ H-1B petition worksheet and credentials  
(<http://www.nih.gov/od/ors/dirs/isb/h1bworksheet.doc>)
- ☐ LCA attestation form  
(<http://www.nih.gov/od/ors/dirs/isb/h1bcaattestation.doc>)
- ☐ Employer letter (mailed upon request)

**O-1 (initial review by DIS – see comment below):**

- ☐ IC memo requesting use of O-1
- ☐ Copy of CV

**J-1 transfer to NIH sponsorship:**

- ☐ Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- ☐ Ensure properly completed Form 829-1, particularly Block 38

**J-1 Student:**

- ☐ Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- ☐ Letter of authorization for academic training from RO/ARO

**Adjustment Applicants (for LPR):**

- ☐ Copy of valid Employment Authorization Document (EAD)

**F-1 Student with OPT:**

- ☐ Copy of **all** Forms I-20 (all pages) for F-1
- ☐ Current Form I-20 authorized for OPT
- ☐ Copy of valid Employment Authorization Document (EAD)

**J-2 (Dependents of J-1):**

- ☐ Copies of all Forms DS-2019 for J-2 and J-1
- ☐ Copy of valid Employment Authorization Document (EAD)

**J-1 Alien Physician (ECFMG sponsorship):**

- ☐ Consult with DIS prior to submission of request
- ☐ Refer to ECFMG website:  
<http://www.ecfm.org/evsp/index.html>
- ☐ Copy of all Forms DS-2019 (and IAP-66) if in U.S.
- ☐ Copy of current Forms DS-2019 for dependents if in U.S.
- ☐ ECFMG certification

**Other nonimmigrant classifications:**

- ☐ Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work

continued

*Prior to submission of O-1 request, consult with DIS to determine whether O-1 is the only option, and submit IC request memo and CV for initial review.*

*For any nonimmigrant classifications not listed, please consult with DIS.*

*J-1 Exchange Visitors cannot earn tenure or credit for tenure.*

**Send or deliver above documents to DIS:**

Building 31, Room B2B07  
31 Center Drive MSC 2028  
Bethesda, MD 20892-2028  
Telephone: (301) 496-6166  
FAX: (301) 496-0847

Keep copies of  
**EVERYTHING**  
you send to DIS

Rev. 11/05